Office of the Associate Vice-Principal, Human Resources
Job Title: E-learning and Instructional Design Intern
The Department of Human Resources (HR) serves as trusted and adaptable partners with our university
community; strengthening our workforce with consistent and effective HR practices that propel Queen’s
forward in its academic and research missions. HR oversees key services available to staff and faculty
that include organizational development and learning, employee and labour relations, total
compensation and benefits, and employee wellness.
HR annually hosts over 100 instructor led workshops for all employees at Queen’s, and is currently
seeking to create some self-directed learning modules to complement our in person and virtual,
synchronous offerings. In addition, this year we are launching a few cross institutional projects that
would benefit from strong learning modules to help managers navigate new processes.
Intern Responsibilities
x Working with the Director of Organizational Development & Learning and Learning Specialist, the E-learning and Instructional Design Intern will collaborate with HR subject matter experts to research,
and design online learning modules for employees at Queen’s.

x Project deliverables may include:
o Working with established learning objectives and incorporating adult learning principles,
develop and design online learning modules to complement in person and virtual /
synchronous workshops currently offered to Queen’s employees.
o Translate PowerPoint training materials into online modules using Articulate software.
o Complete new research on relevant HR training topics such as career pathing, recruitment and
interviewing, goals and objective setting and onboarding employees for success.
o Updating existing e-learning modules for HR systems and create assessments/metrics for
measuring knowledge and application of learning.

Intern Learning Outcomes
1. Project Coordination through the design and execution of an online curriculum design plan.
2. Applied Instructional Design/E-learning design through the building of several online, self-directed training modules aimed at adult learners (Queen’s employees)
3. Understanding of Human Resources and the clients we serve by building relationships with the
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Desired Qualifications: x Demonstrated knowledge and experience designing online, or e-learning content and

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